



Governor's Grants Program

**V
A
W
A**

FEDERAL S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT

**Calendar Year 2010
Grant Application**

APPLICATION DEADLINE:

**SUBMITTED BY 11:59 p.m., December 4, 2009
ON THE GRANT PORTAL**

**OFFICE OF THE
GOVERNOR GRANTS PROGRAM**

**FEDERAL S.T.O.P VIOLENCE
AGAINST WOMEN ACT GRANT
(VAWA)**

GRANT APPLICATION PACKET

**APPLICATION MUST BE SUBMITTED ON THE GOVERNOR'S GRANTS
PROGRAM GRANT PORTAL. APPLICATIONS NOT SUBMITTED
BY 11:59 p.m., December 4, 2009 WILL NOT BE ACCEPTED.**

**PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.
YOU WILL BE NOTIFIED VIA THE GRANT PORTAL.**

GUIDELINES

FEDERAL S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT GUIDELINES

The following information provides guidelines for the Federal S.T.O.P. (Services, Training, Officers, Prosecutors) Violence Against Women Act (VAWA) formula grant program. The S.T.O.P. VAWA was established to help promote a coordinated community response to victims of domestic violence, dating violence, sexual assault/rape and stalking. According to federal guidelines, the funds are allocated in the following manner: 25 percent for law enforcement, 25 percent for prosecution, five percent for courts and 30 percent (with 10 percent to be distributed to culturally specific organizations) for nonprofit community and faith-based victim service organizations. The remaining 15 percent may be allocated at the Governor's Grants Program discretion and within the parameters of the Federal S.T.O.P. VAWA guidelines.

“Many communities have developed a coordinated community response to domestic violence, sexual assault, or stalking. This coordination should include, at a minimum, a shared philosophical framework on violence against women, an understanding of each others' roles and a plan to improve the response of different agencies to violence against women based on victim-identified needs” (*Promising Practices: Improving the Criminal Justice System's Response to Violence Against Women*). Grant awards are made to communities in which applicants can show how they work with criminal justice agencies and victim service providers in responding to victims' needs and holding offenders accountable for their actions.

Kansas will allocate funds for the following grant project purposes:

1. Developing, training, or expanding specialized units or individual law enforcement officers targeting violent crimes against women, including sexual assault, domestic violence, dating violence and stalking. Creation of specialized units should focus on multi-disciplinary approaches, which include victim advocates.
Or
2. Developing, training, or expanding specialized units or individual prosecutors targeting violent crimes against women, including sexual assault, domestic violence, dating violence and stalking. This may include implementing effective services to assist victims through the criminal justice process and should focus on multi-disciplinary approaches, which include victim advocates.
Or
3. Developing, training, or expanding specialized units or individual court personnel targeting violent crimes against women, including sexual assault, domestic violence, dating violence and stalking. This may include implementing effective services to assist victims through the criminal justice process and should focus on multi-disciplinary approaches, which include victim advocates.
Or
4. Developing, installing, or expanding data collection and communication systems, including computerized systems that link law enforcement officers, prosecutors and court personnel or that are designed to identify and track arrests, protection orders, violations of protection orders, prosecutions and convictions for violent crimes against women, including sexual assault, domestic violence, dating violence and stalking.
Or
5. Developing, enlarging, or strengthening victim services programs, including sexual assault, stalking, dating violence and domestic violence programs, developing or improving delivery of victim services to underserved populations; providing specialized court advocates; assisting on immigration matters; or increasing reporting and reducing attrition rates for cases involving violent crimes against women, including sexual assault, domestic violence, stalking and dating violence; or providing services to older and disabled women who are victims of these crimes.

Or

6. Developing and implementing more effective police, court and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.

Or

7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies and other state agencies and departments, to violent crime against women, including the crimes of sexual assault, domestic violence and dating violence.

Or

8. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating and prosecuting instances of such violence or assault and targeting outreach and support, counseling and other victim services to such older and disabled individuals.

Or

9. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:

- Developing, in collaboration with prosecutors, courts and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
- Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order

Or

10. To provide funding to law enforcement agencies, nonprofit nongovernmental victim service providers and State, tribal, territorial and local governments (to be known as the “Crystal Judson Domestic Violence Protocol Program”) to promote:

- The development and implementation of training for local victim domestic violence service providers and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
- The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police) [‘Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project’ July 2003]³;
- The development of such protocols in collaboration with State, tribal, territorial and local victim service providers and domestic violence coalitions.

NOTE: Any law enforcement, State, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive

additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the U.S. Department of Justice, including a summary of progress in implementing such protocol. As such, States are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States also are responsible for ensuring that subgrantees submit their two year report to the Department of Justice. States and Territories **must** notify and provide the Office on Violence Against Women with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

**GRANT FUNDS MAY ONLY BE USED FOR ONE OR MORE OF
THE GRANT PROJECT PURPOSES LISTED ABOVE**

ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY

Ensuring victim safety is a guiding principle underlying the Federal S.T.O.P. VAWA Grant Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from proposing grant projects that include any activities that may compromise victim safety, such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Placement of batterers in anger management programs; and
- Procedures that would penalize victims of domestic violence for failure to testify against their abusers or impose other sanctions on them.

CONSULTATION AND DOCUMENTATION REQUIREMENT

Applications must include written documentation showing that tribal, local prosecution, law enforcement, courts and government agencies have consulted with tribal or local victim services programs during the course of developing their grant applications in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

APPLICANT ELIGIBILITY

Available grant funds may be awarded to units of state and local government, Native American Tribes, and nonprofit, community or faith-based organizations for the defined grant project purposes. Nonprofit, community or faith-based organizations must be duly registered with the Office of the Secretary of State and have proof of its exempt status as determined by the Internal Revenue Service.

GRANT APPLICATION DEADLINE

The grant application must be received via the Grant Portal by 11:59 p.m. December 4, 2009. See the Grant Application Portal Instructions link at <https://www.accesskansas.org/ssrv-ksgrants/index.do>.

GRANT PROJECT PERIOD

Each grant project funded under this grant fund shall be for a period of 12 months from January 1 to December 31. Any funds not expended by December 31, 2010, must be returned to the Governor's Grants Program.

MATCH REQUIREMENTS

The purpose of matching contributions is to increase the amount of resources available to the grant projects supported by grant funds. **Matching contributions of 25 percent (non-federal cash or in-kind services) of the total cost of each S.T.O.P. VAWA grant project (S.T.O.P. VAWA federal grant award plus match) are required for each S.T.O.P. VAWA funded grant project with the exception of any tribe or nonprofit victim service organization, which are exempt from the match requirement if receiving funds from the 30 percent allocation for victim service organizations.**

Example:	Total Grant Project Cost	= \$50,000
	75% Federal Share	= \$37,500
	25% Match	= \$12,500

For purposes of this grant program, in-kind match may include donations of expendable equipment, office supplies, workshop, or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded grant project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality. The basis for determining the value of personnel, services, materials, equipment and space must be documented. **Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the applicant for its employees.**

The current edition of the Federal Office of Justice Programs, Financial Guide, (1-800-458-0786 or go to <http://www.ojp.usdoj.gov/financialguide/index.htm> effective edition), governs the source of the non-federal match. Generally, cash match may be applied from the following sources: funds from state and local units of government that have a binding commitment of matching funds for programs or grant projects; funds from the Housing and Community Development Act of 1974, 42 U.S.C. Sec. 5305 et seq., or the Appalachian Regional Development Act, 40 U.S.C. Sec. 214, or the Equitable Sharing Program, 21 U.S.C. Sec. 881 (e); funds contributed from private sources; program income funds from seized assets and forfeitures; or funds otherwise authorized by law.

All funds designated as match are restricted to the same uses as the Federal S.T.O.P. VAWA Grant Project funds and must be expended within the grant project period.

LIMITATIONS OF FUND USE

1. Grant projects that target violence against children are unallowable, unless addressing domestic violence, dating violence, sexual assault, or stalking against teen victims.
2. Grant funds shall not supplant other funds that would otherwise be available to respond to victims of domestic violence, dating violence, sexual assault and stalking.
3. Equipment and hardware are unallowable unless necessary and essential to the grant project's success.
4. Construction, land acquisitions, or vehicles are unallowable.
5. The use of grant project funds is prohibited for grant projects which offer a low probability of improving services to victims of domestic violence, dating violence, sexual assault, stalking and other violent crimes against women, as determined by fiscal and program audits.
6. The use of grant project funds to pay for costs incurred in applying for, administering, or auditing the grant are not allowed. Similarly, indirect costs are not allowed.
7. Items pertaining to the areas of magazine subscriptions, membership dues, etc., are not allowed.
8. Funds for training outside the State of Kansas are not allowed unless necessary and essential to the grant project's success.

REPORTING REQUIREMENTS

The following reports are required if funding is received under the Federal S.T.O.P. VAWA grant program:

1. Monthly **Financial Status Report** that provides fiscal information on the actual expenditures during the month. These reports are due 20 calendar days after the end of each month or the first business day.
2. Quarterly **Grant Project Narrative Report** provides a narrative description of the activities provided with the grant funds during the previous quarter. This report is due 20 calendar days following the end of each calendar quarter or the first business day.
3. An **Annual Progress Report** is due 20 days following the end of the grant project period.
4. Grant project analysis and compliance reviews will be conducted by the Governor's Grants Program.
5. Any other reporting procedures, which may be required by the federal government or the Governor's Grants Program.

Copies of receipts and programmatic records must be maintained by the organization for a period of five years past the close of the grant project period.

GRANT REVIEW COMMITTEE

A grant review committee may assist the Governor's Grants Program staff in determining grant awards for the Federal S.T.O.P. Violence Against Women Act.

REVIEW OF APPLICATIONS

Each grant application will be evaluated using the following criteria:

1. Record of successful implementation of services to victims of violent crimes against women;
2. Documentation and understanding of a problem as it relates to victims of violent crimes against women;
3. Quality of the needs assessment in terms of proposed services for victims of violent crimes against women;
4. Demonstration of clear, measurable and appropriate grant project objectives that are consistent with the grant project purpose areas outlined in the grant application instructions;
5. The efficacy of evaluative components, both programmatic and fiscal;
6. Community support and collaboration for the S.T.O.P. VAWA proposed grant project;
7. Relevant budget information; and
8. Receipt of other federal, state, or local funding.

Each applicant will be notified in writing of the grant award decision.

GENERAL INSTRUCTIONS

Instructions to complete a grant application on the Grant Portal are located at <https://www.accesskansas.org/ssrv-ksgrants/index.do> and click on the “Application Portal Instructions link on the left-hand side of the screen under Site Navigation.

***Please note that for purposes of this application and grant program, VAWA grant funds will not be used to reimburse mileage expenses in excess of the applicant’s approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the applicant should be aware that no grant funds administered by the Governor’s Grants Program may be used to make up the difference.**

****Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.**

PROJECT NARRATIVE (Attachment #1)

Upload the application requirements in Times New Roman 12 point font size. Keep the information as brief as possible and explanatory statements clear and concise. **Do not submit any items not specified in the instructions (i.e. pictures, news articles, letter of support) other than those requested. Do not include appendices, brochures, etc.** The following sections are to be included in the Project Narrative.

Prior Accomplishments:

Please share specific agency accomplishments from the previous 12-month period, specifying dates used. Include the number of victims served by the agency. Describe any evaluations conducted and explain the results.

Problem Statement and Needs Assessment:

The submission of an application presumes there is a definable problem, which will be solved either in whole or in part with the grant project for which grant funds are being requested. As other agencies are competing for limited resources, please document as extensively and factually as possible the definition of the problem in the applicant's service area and its severity. The responsibility in this section is to clearly and concisely define the problem using facts and statistics which support the contention that there is, in fact, a serious problem in the community which grant funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency service activity, law enforcement reports, number of 911 calls, assessing the community, input from clients or beneficiaries of the applicant, etc. Include objective data from existing data sources. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or to describe why the local community is limited in resources to address the problem, etc. **Please cite the resources used to obtain the data submitted establishing a need for grant funds and include the number of victims the applicant projects to serve with these grant funds. If the request for funds has increased from the previous year’s request, be sure to explain the need for additional funds and explain what additional services will be provided.**

Proposed Grant Project Goal(s) and Objective(s)

Identify which of the grant project purpose areas the project is addressing and the projected number of victims to be served. State the goal(s) of the proposed grant project for which the applicant is requesting funds. This

should not be the goal(s) of the entire agency but specific to the grant project. However, the goal(s) for the grant project should be consistent with the mission and overall goal(s) of the agency, as well as the results of the needs assessment. List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

Follow the format below when writing the grant project goals and objectives.

Example:

Goal: The prosecution of domestic violence crimes will increase.

Objective	Activities	Person Responsible	Time Frame
1. 90% of victims will be prepared to participate in the criminal justice process.	1. Victims will be briefed (face to face) on trial proceedings, terminology, etc.	1. Trial Assistant	1. January 1, 2010 – December 31, 2010
2. Information will be compiled regarding previous offenses committed by the perpetrator.	2. Will coordinate with law enforcement agencies and obtain criminal histories.	2. Investigator	2. January 1, 2010 - December 31, 2010
3. The number of offenders charged will increase by 35% over last year, from “xx” to “xx”.	3. Warrants will be issued and served in a timely manner.	3. DV Prosecutor and Investigator	3. January 1, 2010- December 31, 2010

Proposed Grant Project Monitoring, Evaluation and Determining Results:

Describe the procedure for monitoring the proposed grant project. What data will be collected and how will the information that is monitored be used to encourage success of the proposed grant project? Describe the criteria that will be used to evaluate the effectiveness and quality of services for the proposed grant project. The evaluation should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the subgrantee will be required to show how well the grant project was implemented and if it achieved the results expected based on the evaluation.

Proposed Grant Project Staffing Pattern:

Describe the staffing pattern that will be utilized to meet the proposed grant project goal(s), objectives and evaluation. Include all persons responsible for achieving proposed objectives as well as the supervisors of those individuals. Also include staff responsible for monitoring and evaluating the grant project’s progress.

Coordinated Community Response Information:

Describe how the proposed grant project will coordinate with existing services and resources for victims of domestic violence, sexual assault, dating violence and stalking. How will the applicant cooperate with law enforcement, prosecuting attorneys' offices, courts and linkages with other governmental or private agencies? Please list the contact person for each agency the proposed grant project will coordinate with in providing services or making referrals. The applicant must also describe how the applicant is developing a coordinated community response in combating crimes against women. The description must include who is involved and the action that has been taken by the group (e.g., developed protocols, training, etc.). If the proposed grant project is statewide, the applicant should describe what technical assistance or networking will be provided to local communities.

Underserved Populations:

Define the underserved population identified in the applicant's community. Provide the applicant's plan to reach and provide services to the underserved populations including those underserved because of ethnic, racial, or cultural background; language diversity; persons with disabilities; or geographic isolation.

Dissemination of Crime Victims' Rights Information:

Describe the applicant's written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights. The procedures must detail how victims will be informed of the statutory rights of victims stated in K.S.A. 74-7333 and amendments thereto.

Statement of Non-Duplication of Proposed Grant Project:

The applicant should describe that the proposed grant project is not already adequately provided to residents in the community. If similar services are provided, explain how this will enhance or expand and not duplicate current services.

Civil Rights Contact Information:

Applicants must include the name, address and telephone number of a civil rights contact person who has lead responsibility in ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

Current Audit Report Information:

If the applicant is a not for profit, community or faith-based organization, and the Governor's Grants Program has previously received a copy of the program's most current audit report, please state so and include information on what period was covered, who did the audit and when it was done.

If the Governor's Grants Program has *not* previously received a copy of the program's most current audit report, one must be forwarded as soon as possible to: Governor's Grants Program, Landon State Office Building, Room 304 North, 900 SW Jackson, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies must include information on who performs the audit, what period it covers, when the last audit was completed and where the audit is filed.

CURRENT AND NEXT FISCAL YEAR AGENCY BUDGETS (Attachment #2)

Submit the applicant's current fiscal year budget, including balanced **income and expenses**. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses.

Example of Income Budget:

SOURCE:	AMOUNT:	STATUS:	DATE
City of Topeka	\$10,000	Projected	1/10
United Way	5,000	Received	10/09
Walk-A-Thon	500	Collected	9/09
VAWA-GOV	<u>26,341</u>	Requested	11/09
Total Agency Income	\$41,841		

*Note: Budget expenses are also required.

PROOF OF 501(C) STATUS (Attachment #3)

If the applicant is a **not for profit, community or faith based organization**, submit proof of the applicant's exempt status as determined by the Internal Revenue Service.

SECRETARY OF STATE REGISTRATION (Attachment #4)

If the applicant is a **not for profit, community or faith based organization**, submit a **current** (less than one year old) copy of the applicant's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS (Attachment #5)

The applicant must carefully read, sign and submit the required certification form regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements. To download the certification form, go to <http://www.governor.ks.gov/grants/policies/docs/cert.pdf>.

LETTER REGARDING CONSULTATION (Attachment #6)

The applicant must submit documentation showing that tribal, local prosecution, law enforcement and courts have consulted with tribal or local victim services programs during the course of developing their grant application. This documentation should be on the victim services program letterhead and signed by the person in charge of the organization.